



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Civilian Dispatcher (Full Time)

Location: Public Safety Building

Pay Range (Union Scale): \$41,854.30 - \$50,051.31

Summary of Position Responsibilities: Applications are being accepted for a full-time Civilian Dispatcher at the Public Safety Building. Responsibilities include receiving calls on E-911 systems, determining appropriate level of response, and dispatching public safety personnel calmly and clearly to locations where corrective action is needed. Responsibilities also include maintaining proper records of all communications, providing information and assistance to the general public, as well as various clerical and computer-related functions. Applicants must be able to work well under pressure.

Qualifications: Applicants must be able to complete all required training successfully. Prior training and experience is preferred.

Close Date: Open Until Filled

Application: Please e-mail all cover letters/resumes to Human Resources at HR@saugus-ma.gov.